

3.0

Adding/Creating a Party

If this is the first time the party or creditor you are representing has entered an appearance with the court, you will need to create a party record in the court's database. A search is done to determine if a party record already exists, but is being added to a case for the first time.

This chapter will cover:

1. Searching for a Party
2. Creating a Party
3. Adding a Party

3.1

Searching for a Party

There are two types of documents that we will be looking at: regular pleadings which will be uploaded to the ECF system most of the time, and electronic orders.

These documents can be created by using any word processing program, such as Microsoft Word, Corel WordPerfect, Star OpenOffice or Atlantis Ocean Mind.

You should review the local rule for the specific requirements for filing electronically.

Reference:

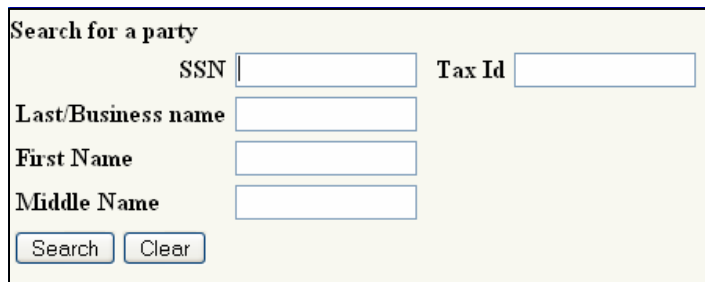
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

A search can be performed by search for a social security number, a tax ID number of a last or business name. Even though social security numbers have their first five digits masked, enter in the complete SSN to get a return on the number.

STEP 1 Enter in your desired search criteria. SSN works best, since SSNs tend to be assigned to a single individual. If you search by a last or business name, all that is needed is the first three letters to get a return with all the names that begin with those three letters. More letters will better define your search and return fewer names.

The Name field can hold up to 200 characters.

STEP 2 After you have entered in your search parameters, click on [Search]. You will get either No person found screen or a listing of parties that match the search parameter (Figure 2).



Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

- If you need to create a party, click on [Create new party] and go to section 3.2.
- If you need to add a party, click on [Select name from list] and go to section 2.3.

3.2

Creating a New Party

You will need to create a party record if your search for the party name was unsuccessful or if you are filing a new bankruptcy. The information filled out here will depend on the type of case that you are filing.

If you are filing a new bankruptcy case, you will need to add the party mailing address. If this mailing address consists of a PO box, then that is the address that you will use. If you are filing a new adversary case, all that is needed to be entered in the party information screen is the party name and role. No address information is added, since all correspondence will occur through the party counsels.

Reference:

- **Section 3.1 Searching for a Party**
 - **Section 3.3 Adding a Party**
-

If your petition shows a middle initial rather than a full middle name, enter a period after initial.

Example; John W. Smith.

The Generation field is used for Jr., Sr., III, etc. Title field is used for M.D., D.V.M., etc.

If your party has a mailing address and street address, enter the mailing address in the party screen. Select the county of the mailing address.

STEP 1 (Figure 1)

- **For a new case**, enter the debtor's name and mailing address information in the appropriate boxes. Select the debtor's county of residence from the drop-down menu.
- **For a creditor**, you are not required to enter the address, (but can if you wish), since notice can be sent to counsel for the creditor.

STEP 2 Select the Role Type from the drop-down menu. **It is important to be sure to select the correct party role.**

STEP 3 If the party has an alias, click on the **[Alias]** button. The **Alias** screen appears (see Figure 2). You can enter up to five alias names at a time. Alias Role selections include aka, dba, fdba and fka. When you have finished adding the party aliases, click on **[Add aliases]**.

STEP 4 The **Party Information** screen reappears. Clicking on the **[Review]** button at any time presents a screen summarizing the alias activity for this debtor. Verify that the information is correct, and click **[Return to Party Screen]**.

STEP 5 The **Party Information** screen will return again. If you are finished adding information for the party, and that information is correct, click on **[Submit]**.

Party Information

Last name	<input type="text" value="Port Light Traders LLC"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax ID	<input type="text"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
Role	<input type="text" value="Creditor (cr.cr)"/>	Fax	<input type="text"/>
Party text	<input type="text"/>		

Submit Cancel Clear

Figure 1

Alias Information

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="text"/>

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 2

Often times ECF users forget to enter Alias information from a petition.

Remember: Your entry should match the attached pdf image of your new case petition exactly.

3.3

Adding a Party

You may be required to add a party to a case if they do not appear on the party list.

When you add a party to a case, what you are doing is searching the court database and attaching an existing party record to the case, which is different from creating a party. Creating a party adds a record to the party database and allows you to draw them into the case by adding them to the case.

You will normally add the party to the case after searching for the party and then selecting them from a list.

Reference:

- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**

STEP 1 When you are filing an event within a case, you will be required to “tie-it” to a specific party. When the list of current case parties is shown (figure 1), you will need to select the party that is filing the pleading. If the party is not there, click on the **Add/Create New Party** hyperlink.

STEP 2 Search for the filing party per section 3.1. If your search for a party returned results, you will be able to select your party name from the results list.

STEP 3 If the search returned a number of results, you will need to select the correct party. When you click and highlight a party, a pop-up window will appear that will display the party’s name and address (see Figure 2). Use this information to select the correct party.

STEP 4 If this information is correct, click on the [Select name from list] button.

STEP 5 The Party Information screen will appear. The record for the party should be correct. Identify the Role type your party is playing in this case, in the lower-right corner (see Figure 3). Enter Alias information (if any). You may click on the [Review] button to check alias information.

STEP 6 Once you are satisfied with this screen, click on the [Submit] button. Your newly added party should now be highlighted. Click on [Next] to continue with your docketing event.

Select the Party:

Dunderhead, Becky [Debtor] (5898)
Dunderhead, Joseph T [Debtor] (5895)
Loveridge, Elizabeth R. [Trustee] (384)
United States Trustee, [U.S. Trustee] (397)

[Add/Create New Party](#)

Next Clear

Figure 1

Person Address - Netscape

Pacifica Web Design

SSN Tax Id

Last/Business name

Search Clear

Party search results

Pacifica Wood Design,
Pacifica Web,
Pacifica Web,
Pacifica Web,
Pacifica Web Design,
Pacifica Web Design,

Select name from list Create new party

Figure 2

Figure 3

The information on the party record should be correct or you should create a new record for your party. The address for a party that you are representing is not necessary.

Party Information

Port Light Traders LLC SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role Creditor (cr:cr)

Party text

Submit Cancel Clear

